

2022/2023 WORK STUDY PROGRAM

JOB POSTING

JOB TITLE: ADVA1 Student Academic Advising Ambassador (SAAA)

DEPARTMENT NAME: Academic Advising Centre for the Faculties of Humanities, Science and Social Sciences (ADVA)

CONTACT NAME: Melana Mar

JOB DESCRIPTION:

Under the direction of the Manager, Academic Advising, the Student Academic Advising Ambassador (SAAA) works as a representative of the Academic Advising Centre (AAC). The SAAA will help support the AAC's communications plan by developing, creating social media or web content to support first-year to graduating students' understanding of how academic advising and the appropriate advising tools can assist students throughout their time at UVic to complete their degree in a timely fashion. SAA will be supported to learn and pass on academic advising tips and explain some procedures in student friendly, welcoming and accessible language. The SAA will often be expected to feature themselves in the content. SAAA are student role models on campus who represent the student and academic experience and the university as a positive, inclusive, and dynamic learning community. They are expected to help build student connections, professional relationships and be involved in on-campus and online events for students that may include being featured on the AAC web page, classroom speaking, information tables and campus town hall-style discussions. Additionally, SAA will contribute to some online research of peer advising programs to enhance the student experience with academic advising.

QUALIFICATIONS:

Education & Experience

- Current UVic undergraduate student in year 2, 3 or 4 of study, preference given to those declared in a BA or BSc program in Psychology, or from another program in that is in one of the following faculties: Social Sciences, Science or Humanities
- Experience, participation and familiarity with UVic campus services, programs
- Previous experience in communicating and relating with the public and a customer service experience is an asset

Skills

- Enthusiastic, reliable, and responsible
- Excellent interpersonal and communication skills
- Public speaking experience an asset
- Good understanding of various social media platforms (Instagram, Tik Tok, Facebook etc.) and their intended audiences
- Experience and willingness to develop informative, student-focused content
- Can synthesize ideas and concepts and teach/explain in a relatable manner
- Willingness to collaborate and invite feedback to enhance learning and reach end goals
- Cross cultural sensitivity and awareness
- Consciousness related to gender identity, race, sexual orientation,

APPLICANTS MUST BE ELIGIBLE TO PARTICIPATE IN THE WORK STUDY PROGRAM

For details go to: <http://www.uvic.ca/registrar/safa/work-study/index.php>

- Strong customer service orientation
- Thorough and on-time with task completion
- Ability to balance the demands of academic workload with work study hour requirements and project deadlines
- Required to be approachable and open to learning about advising protocols and requirements and regulations as outline in the Academic calendar
- Can work independently on projects and with others to generate ideas and content

JOB LOCATION ON-CAMPUS: Academic Advising Centre for the Faculties of Humanities, Science and Social Sciences and potentially other on-campus locations

WORK STUDY WAGE: \$16.50/hour (including 4% vacation pay)

HOURS AVAILABLE: 150

HOW TO APPLY: Please forward cover letter and resume to

Melana Mar, mmar@uvic.ca
C/o Academic Advising Centre for the Faculties of
Humanities, Science and Social Sciences (ADVA)